

AMESBURY HOUSING AUTHORITY

PUBLIC HOUSING MANAGER

The Amesbury Housing Authority is seeking a full time Public Housing Manager. The Public Housing Manager is responsible for oversight of the Housing Coordinator.

Duties include but not limited to processing applications for determination of eligibility on State CHAMP online system, eligibility, tenant selection, interim and annual recertifications, management of tenant disputes, performing of unit inspections and leasing of units. The candidate must be well organized, able to multi-task, have good verbal, writing and customer service experience, ability to interact with clients and tenants in a responsive and responsible manner and willing to work with persons of various socioeconomic backgrounds.

Minimum Qualifications: Minimum of three years' experience in state public housing or in a similar housing manager position. Experience with the State CHAMP online waiting list system is preferred. Must have strong customer service background, ability to coordinate and manage senior and family residents and knowledge of state rules and regulations. Massachusetts Public Housing Administrator Certificate Program (MPHA) or equivalent experience or training in state public housing programs preferred. Experience of supervision of at least two years. Possession of high school diploma or GED certification, a valid driver's license, physical examination, pre-employment drug screening and criminal background check.

Salary Range: \$42,000-\$44,000 (starting salary is based on experience) Excellent benefit package.

Provide Resume and cover letter of interest to Michelle Bibeau, Executive Director, Amesbury/Merrimac Housing Authority, 180 Main Street, Amesbury, MA 01913 or by email at executivedirector@amesburyha.com. Preference will be given to Resumes submitted by October 9, 2020 but will remain open until position is filled.

The Amesbury Housing Authority is an equal opportunity/affirmative action employer.